



ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker
Governor

Alicia Tate-Nadeau
Director

Public Assistance (PA) Program Applicant Pre-Disaster Checklist

Prior to a disaster incident occurring, any organization that may apply for Public Assistance Program funding should consider taking proactive steps to ensure the organization is prepared to participate in the disaster recovery process and administer a grant that provides assistance. Addressing the following issues will help any organization prepare for the recovery process after a disaster has occurred.

- **Establish contracting/procurement policies**
 - There are federal and state laws, regulations and policies regarding contracting and procurement under grants. Since Public Assistance Program funding is considered federal funding passed through the state, any contracting or procurement related to these funds must comply with both federal and state requirements.
 - All organizations must have written procurement policies/procedures.
 - All procurement of services must be conducted with full and open competition.
 - Federal procurement information
 - <https://www.fema.gov/media-library/assets/documents/96773>
 - IEMA PA Procurement Fact Sheet
 - http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_ProcurementFactSheet.pdf

- **Develop a strategy for removing and disposing of debris**
 - FEMA 325 - Debris Management Guide
 - <http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>
 - FEMA 327 – Debris Monitoring Guide
 - http://www.fema.gov/pdf/government/grant/pa/fema_327_debris_monitoring.pdf
 - FEMA 329 – Debris Estimating Field Guide
 - http://www.fema.gov/pdf/government/grant/pa/fema_329_debris_estimating.pdf
 - Illinois EPA Information for Open Burning Permits
<https://www2.illinois.gov/epa/topics/forms/air-permits/Pages/open-burning.aspx>

- **Obtain insurance coverage on insurable facilities**
 - FEMA FP206-086-1 Public Assistance Policy on Insurance
[https://www.fema.gov/media-library-data/1558538632295-d4165531878c8c8795551d3a7665d03e/Public Assistance Insurance Policy FP 20 6-086-1 6-29-2015.pdf](https://www.fema.gov/media-library-data/1558538632295-d4165531878c8c8795551d3a7665d03e/Public%20Assistance%20Insurance%20Policy%20FP%206-086-1%206-29-2015.pdf)

- **Maintain an active registration on the System for Award Management (SAM)**
 - To be eligible for Public Assistance Program grants, applicant organizations must have a Digital Universal Numbering System (DUNS) number and must use that number to register their organization in the System for Award Management (SAM).
 - Applicants should go to <http://fedgov.dnb.com/webform> to obtain a DUNS number.
 - Applicants should go to www.SAM.gov to register their organization or update an existing SAM registration.

- **Register your organization in the FEMA PA Grants Portal (<https://grantee.fema.gov>).**
 - PA applicants must use the PA Grants Portal to:
 - Submit their [FEMA Form 009-0-49, Request for Public Assistance](#) once a declaration has been made.
 - Track appointments for their Exploratory Call (EC) and Recovery Scoping Meeting (RSM).
 - Submit their Damage Inventory.
 - Submit damage, cost, and insurance documentation.
 - Complete the Essential Elements of Information (EEI) for their PWs.
 - Review drafts of their Project Worksheets (PWs).
 - Communicate with FEMA.
 - To request access to register your organization in the PA Grants Portal, organizations should contact the IEMA Public Assistance staff at (217) 782-8719 or PA.Grants@illinois.gov.

IEMA's Public Assistance Program Applicant Handbook provides information on how IEMA administers the Public Assistance Program in Illinois. You can review or download a copy of this handbook at <http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplciantHandbook.pdf>.

FEMA's Public Assistance Program and Policy Guide replaces many of the former PA guidance documents and is effective for declarations on or after January 1, 2016. You can review or download a copy of this guide at <http://www.fema.gov/media-library/assets/documents/111781>.

Additional information on the Public Assistance Program is available at <http://www.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx>.

If you have questions regarding the Public Assistance Program, please contact the IEMA Public Assistance staff at (217) 782-8719 or PA.Grants@illinois.gov.